

**U.S Department of Justice
Justice Management Division
Budget Staff**

INDIVIDUAL DEVELOPMENT PLAN (IDP)

[Name]
[Title and Grade]

The Individual Development Plan is a formal document between employee and supervisor, drafted to address training and career plans. It should be generated in conjunction with the performance review and must be updated annually. Requests for training and other developmental opportunities should be in accordance with this plan.

Employee Signature

Date

Supervisor Name/Title:

Supervisor Signature

Date

Employee Name:

Position Type: [Budget Analyst, Program Analyst, Secretary, or Technician]

Series and Grade:

Date of Employment:

Performance Period:

CAREER GOALS

Short-term Objectives (1-2 years)

For Example...

1. Develop the skills and knowledge needed to excel in the Budget/Program Analyst position.
2. Develop the skills and knowledge to effectively work on congressional issues.
3. Develop my knowledge, skills, and ability to be an effective manager.

Long-term Objectives (5 years)

For Example...

1. Take the lead on highly complex projects and tasks.
2. Become an effective manager of projects and personnel.

SELF-ASSESSMENT

1. What basic/technical abilities or leadership skills have you worked on improving over the past 12 months? (1 – 5 sentences)
2. What professional skills do you plan to improve upon over the next 12 months? (1 – 5 sentences)
3. What developmental resources (i.e. training, site visits, etc.) do you think you need to help you do your job better? (Name as many as you wish)

DEVELOPMENTAL ACTIVITIES

Activity	Date	Location	Completed Yes/No	Learning Objectives Met/Not Met (if not met, describe why)
July 2004 – June 2005				
JMD Budget Class—Overview of DOJ budget process.	January 27-28, 2005	Washington, DC	Yes	Not met. Course was too elementary for me.
Rotation to ENRD	January – March 2005	Washington, DC	Yes	Met.
Attend NAPA seminars monthly	Monthly, on-going	Washington, DC	Attended 4 seminars	Met.
Visit 2 BOP institutions	May 16-17, 2005	Lewisburg, PA Allenwood, PA	Yes	Met.
Visit 1 BOP contract facility	Spring, 2005		No	Not met. Trip was cancelled because of AG Senate hearing preparation.
July 2005 – June 2006				
Appropriations Law Course (MCI)	Fall 2005 / Winter 2006	Washington, DC		
Congressional Operations Seminar (Georgetown University)—Overview of how Congress works.	Winter 2006	Washington, DC		
Visit 1 BOP institution and 1 contract facility	Spring 2006	To be determined		
Lead AG hearing prep. process	Winter 2006	Budget Staff		

Other Developmental Activities: [List any activities that do not fit in format above.]

- Trained two new analysts January – March 2005. Worked one-on-one with them for approximately 3 months.